

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
NOVEMBER 14, 2001**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, November 14, 2001 at 1:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

APPROVAL OF MINUTES

Mr. Wheatley called the meeting to order and took attendance. The minutes from the teleconference held on October 10, 2001 were reviewed and approved as written.

OLD BUSINESS

NELAC-7i Agenda

The committee reviewed the Accreditation Process (AP) session agenda for the NELAC-7i Conference. There were no changes and it was accepted as the final agenda.

Mobile Lab Definitions

Mr. Wheatley stated that prior to submitting the AP Committee's formal response to the Field Activities (FA) Committee regarding mobile lab and field testing definitions, he wanted full agreement by the AP committee.

The committee reviewed the definitions proposed by Mr. Macelletti:

Mobile Labs: At a minimum, mobile laboratories must be enclosed structures, with electrical power and an environmental control system, within which the testing is performed. Examples are trailers, vans, etc. configured to house testing instruments.

Field Testing: Testing that is performed in the open field outside of an enclosed structure. Examples are self powered instruments either handheld or contained in personal field backpacks, suitcases, etc. This category might also include on-line monitoring instruments for air emissions.

The Mobile Lab definition was discussed and the AP Committee agreed with the definition as written.

The Field Testing definition was reviewed and the AP committee proposed the following wording:

“...testing that is performed in the field outside of a fixed-based lab or enclosed structure which meets the requirements of a mobile laboratory...”

Mr. Wheatley will send a formal response to the FA committee with AP comments to about the mobile lab definitions.

Mobile Lab Accreditation

Mr. Wheatley stated that Mr. Bob Wyeth was going to talk to Mr. Larry Pennfold about Section 6.2.2.a). Mr. Penfold is a member of the Accrediting Authority Committee and has been proposing changes to that section. The committee feels that the parenthesis section “(the state in which the laboratory facility is located)” might be confusing on the issue of accrediting mobile labs.

The decision of where accreditation of mobile labs will occur is up to the Accrediting Authority (AA) committee. The AP committee has a lot of experience with this issue and will provide input to the AA committee at the interim meeting on this issue.

NEW BUSINESS

There was no new business to discuss.

FUTURE TELECONFERENCES

The next teleconference is scheduled for December 12, 2001 at 1:30 p.m., Eastern Standard Time (EST).

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
NOVEMBER 14, 2001**

Item No.	Action	Date to be Completed
1.	Gleason Wheatley to e-mail Field Activities Committee regarding possible language for mobile laboratories and field measurements definitions.	ASAP

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
NOVEMBER 14, 2001**

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